



## San Bernardino Associated Governments

1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA 92410

Phone: (909) 884-8276 Fax: (909) 885-4407

Web: [www.sanbag.ca.gov](http://www.sanbag.ca.gov)



- 
- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
- 

## AGENDA

### Administrative Committee Meeting

\*\*\*\*NOTE TIME CHANGE\*\*\*\*

August 8, 2007

1:00 p.m.

#### Location

SANBAG

*Super Chief Conference Room*

1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor

San Bernardino, CA

### *Administrative Committee Membership*

#### Chair – SANBAG Vice President

Supervisor Gary Ovitt  
County of San Bernardino

#### SANBAG President

Mayor Lawrence Dale  
City of Barstow

#### SANBAG Past President

Supervisor Dennis Hansberger  
County of San Bernardino

#### Mt./Desert Representatives

Mayor Rick Roelle  
Town of Apple Valley

Council Member Kevin Cole  
City of Twentynine Palms

Supervisor Brad Mitzelfelt  
County of San Bernardino

#### East Valley Representatives

Council Member Bea Cortes  
City of Grand Terrace

Mayor Bob Christman  
City of Loma Linda

Supervisor Josie Gonzales  
County of San Bernardino

#### West Valley Representatives

Mayor Gwenn Norton-Perry  
City of Chino Hills

Mayor Paul Eaton  
City of Montclair

Supervisor Paul Biane  
County of San Bernardino

*San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.*

*In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:*

***The San Bernardino County Transportation Commission***, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.

***The San Bernardino County Transportation Authority***, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.

***The Service Authority for Freeway Emergencies***, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.

***The Congestion Management Agency***, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.

As a ***Subregional Planning Agency***, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.

*Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.*

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
Service Authority for Freeway Emergencies  
County Congestion Management Agency**

**AGENDA**

**Administrative Committee Meeting**

**August 8, 2007  
1:00 p.m.**

**Location:** SANBAG, Super Chief Conference Room, 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor,  
San Bernardino

CALL TO ORDER 1:00 p.m.  
(Meeting Chaired by Lawrence E. Dale)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

**1. Possible Conflict of Interest Issues for the Administrative Committee Meeting August 8, 2007. Pg. 4**

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

**Consent Calendar**

Consent Calendar items shall be adopted by a single vote unless removed by member request.

**Administrative Matters**

**2. Attendance Register Pg. 5**

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

**3. Procurement Report for July 2007 Pg. 7**

Receive Monthly Procurement Report. Terrence J. McGuire

**Notes/Actions**

## Discussion Items

### Administrative Matters

4. **Purchase of Modular Workstations for SANBAG Offices** Pg. 9  
 Receive report and authorize staff to proceed directly to Board of Directors for approval of purchase of new modular workstations for new positions authorized in the FY 07/08 budget. **Deborah Barmack**
5. **Selection of Civic Resources Group for SANBAG Information Technology Consulting Services** Pg. 10  
 Recommend approval of Civic Resources Group (CRG) to provide SANBAG Information Technology consulting services and authorize staff to negotiate Contract C08010 in a not to exceed amount of \$100,000 for a two year term and funded as described below in the Financial Impact Section; ISF08. **Michelle Kirkhoff**

### Program Support/Council of Govts.

6. **State Legislative Update** Pg. 18
1. Receive report regarding the state budget
  2. Discuss and adopt the following bill positions:
    - a. SB 9 (Lowenthal) - Support (with amendments)
    - b. SB 974 (Lowenthal) – Support (with amendments)
    - c. SB 748 (Corbett) – Oppose
- Jennifer Franco**

### Comments from Committee Members

### Public Comment

## ADJOURNMENT

### Additional Information

**Acronym List** Pg. 21

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

## Meeting Procedures and Rules of Conduct

### **Meeting Procedures**

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

### **Accessibility**

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

**Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

**Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

**Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

### AGENDA ITEM: 1

**Date:** August 8, 2007

**Subject:** Information Relative to Possible Conflict of Interest

**Recommendation\*:** Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

**Background:** In accordance with California Government Code 84308, members of the Board of Directors may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
5	C08010	Civic Resources Group Gregory Curtin	N/A

**Financial Impact:** This item has no direct impact on the 2007/2008 Budget.

**Reviewed By:** This item is prepared monthly for review by the Board of Directors and policy committee members.

**Responsible Staff:** Terrence J. McGuire, Chief Financial Officer

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

# ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2007

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Paul Biane</b> Board of Supervisors	X	X	X		X	X	X					
<b>Robert Christman</b> City of Loma Linda	X	X		X	X	X	X					
<b>Kevin Cole</b> City of Twentynine Palms	X	X	X	X	X	X	X					
<b>Bea Cortes</b> City of Grand Terrace	X	X	X	X	X		X					
<b>Lawrence Dale</b> City of Barstow	X	X	X	X	X	X	X					
<b>Paul Eaton</b> City of Montclair		X		X	X	X	X					
<b>Josie Gonzales</b> Board of Supervisors	X		X	X	X		X					
<b>Dennis Hansberger</b> Board of Supervisors	X	X		X	X		X					
<b>Brad Mitzelfelt</b> Board of Supervisors	X	X		X								
<b>Gary Ovitt</b> Board of Supervisors	X	X	X	X		X	X					
<b>Gwenn Norton-Perry</b> City of Chino Hills		X	X	X	X							
<b>Rick Roelle</b> Town of Apple Valley	X	X	X		X	X						

X = Member attended meeting. \* = Alternate member attended meeting. Empty box = Member did not attend meeting. Crossed out box = Not a member at the time.

# ADMINISTRATIVE COMMITTEE ATTENDANCE ROSTER - 2006

Name	Jan	Feb	March	April	May	June	July*	Aug	Sept	Oct	Nov	Dec
Paul Biane		X		X	X			X		X		
Kelly Chastain	X	X	X	X	X							
Robert Christman	X	X	X	X	X	X		X		X	X	X
Bea Cortes	X	X	X	X		X		X	X	X	X	X
Paul Eaton	X	X			X			X	X	X	X	X
Josie Gonzales	X					X		X	X			
James Lindley	X			X	X	X		X	X	X		
Dennis Hansberger	X	X	X	X		X			X	X	X	X
Darrell Mulvihill								X				
Gary Ovitt	X	X							X	X	X	X
Gwenn Norton-Perry		X		X		X		X		X	X	X
Bill Postmus								X	X			
Rick Roelle	X	X	X	X	X			X			X	

The crossed-out boxes indicate members who were not on the committee as of that month.

The empty boxes indicate member who did not attend the meeting that month.

\*The Administrative Committee did not meet in July.



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

AGENDA ITEM: 3

**Date:** August 8, 2007

**Subject:** Procurement Report for July 2007

**Recommendation:**\* Receive Monthly Procurement Report.

**Background:** The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or his designee, is authorized to approve Purchase Orders up to an amount of \$25,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of July 2007.

**Financial Impact:** This item imposes no impact on the FY 2006/2007 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

**Reviewed By:** This item is scheduled for review by the Administrative Committee on August 8, 2007.

**Responsible Staff:** Terrence J. McGuire, Chief Financial Officer

ADM0708b-tjm.doc  
ISF08

*Approved  
Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* \_\_\_\_\_

*Witnessed:* \_\_\_\_\_

## PURCHASE ORDERS ISSUED FOR JULY 2007

P.O. #	Vendor	Purpose	Sole Source Y/N	Amount
08ABF	Advantage Business Forms	Blanket PO Business Cards & Letterhead	N	\$ 10,000.00
08AMS	Archive Mgmt. Service	Blanket PO Storage Services	N	18,000.00
08BNYTC	Bank of New York Trust Co.	Blanket PO Trustee Services	N	20,000.00
08CAC	Crawford Technical Svcs.	Blanket PO Legal Services TPA	N	20,000.00
08CCRES	CityCom Real Estate Svcs.	Blanket PO Operating Expenses Depot	N	\$230,000.00
08GC3	Gazzolo's Catering	Blanket PO Board Refreshments	N	7,500.00
08PBP	Postage By Phone	Blanket PO Postage for Meter	N	20,000.00
08SI	Staples, Inc.	Blanket PO Office Supplies	N	20,000.00
08TVDC	Teldata Voice & Data Comm.	Blanket PO Phone Equipment & Repair	N	15,000.00
08TWI	tWrite, Inc.	Blanket POWebsite Maintenance	N	20,000.00
08XEROX	Xerox	Blanket PO Copier Supplies	N	10,000.00
P08018	Terry Haines	I-215 ROW Eminent Domain Support	Y	25,000.00
P08019	Bernard Arroyo	Consultation for FSP Program	Y	20,000.00
P08020	Jill Kollmann & Asso.	Rideshare/511 Consulting Services	Y	20,000.00
P08021	LA Co. Metropolitan Trans.	Regional Rideshare Marketing & Outreach	N	22,000.00
P08034	Self-Help Counties Coalition	2007/08 Membership Dues	Y	5,700.00
P08038	La Opinion	Metrolink Weekend Ad 2008	Y	9,975.00
P08054	Ultimate Internet Access	Internet Services	N	14,500.00
P08061	Gladstein, Neandross & Asso.	Consulting Svcs. on ICTC	Y	25,000.00
P08070	Inland Empire Community News	Metrolink Weekend Ad Campaign 2008	Y	6,000.00
		TOTAL PURCHASE ORDERS ISSUED		\$538,675.00

## *Minute Action*

AGENDA ITEM: 4

**Date:** August 8, 2007

**Subject:** Purchase of Modular Workstations for SANBAG Offices

**Recommendation:**\* Receive report and authorize staff to proceed directly to Board of Directors for approval of purchase of new modular workstations for new positions authorized in the FY 07/08 budget.

**Background:** When SANBAG moved into the Santa Fe Depot in June of 2004, SANBAG utilized as much of the existing furniture as possible and limited expenditures for new furnishings. The SANBAG 2007/2008 budget authorized the hiring of five new positions.

The addition of staff requires that SANBAG purchase additional modular office furniture to accommodate the new personnel. This item seeks approval to proceed directly to Board with a purchase request for new furniture due to the time constraints for delivery and installation. The estimated time of delivery for new furniture is approximately eight weeks. It is estimated each work station will cost approximately \$8,000 - \$9,000. The total costs will be available to the Board for action at the September meeting.

**Financial Impact:** The estimated financial impact of this item is \$40,000 - \$45,000 and has been anticipated in the SANBAG Fiscal Year 2007/2008 budget, Task No. ISF08.

**Reviewed By:** This item will be reviewed by the Administrative Committee on August 8, 2007.

**Responsible Staff:** Deborah Robinson Barmack, Director of Management Services

\*

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:*

*Second:*

*In Favor:*

*Opposed:*

*Abstained:*

*Witnessed:* \_\_\_\_\_

## *Minute Action*

AGENDA ITEM: 5

**Date:** August 8, 2007

**Subject:** Selection of Civic Resources Group for SANBAG Information Technology Consulting Services

**Recommendation:\*** Recommend approval of Civic Resources Group (CRG) to provide SANBAG Information Technology consulting services and authorize staff to negotiate Contract C08010 in a not to exceed amount of \$100,000 for a two year term and funded as described below in the Financial Impact Section; ISF08.

**Background:** On June 13, 2007, the SANBAG Administrative Committee approved the release of a request for proposal (RFP 08-010) to seek an Information Technology (IT) consultant to advise SANBAG on selection and implementation of a new project management and financial/accounting information system. In response to the RFP, five firms submitted proposals. Firms that submitted proposals included:

1. AgreeYa Solutions
2. Civic Resources Group
3. Dekker Ltd.
4. Schafer Consulting
5. SoftResources LLC

\*

*Approved  
Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* 0

*Witnessed:* \_\_\_\_\_

In early July, proposals were reviewed by the selection committee, which consisted of the Chief Financial Officer of SANBAG, the Director of Administrative Services for SANBAG, the Director of Air Quality/Mobility Programs for SANBAG and the Manager of Information Technology for the San Bernardino County Auditor's Office. Based on the evaluation criteria contained within the RFP, the selection committee short-listed three firms including:

1. AgreeYa Solutions
2. Civic Resources Group
3. Schafer Consulting

Interviews were conducted by the selection committee on July 25 and 27, 2007. Interview panelists included the same members of the proposal review committee that reviewed the responses to the Request for Proposal. At the conclusion of the interviews, the review committee recommends selection of Civic Resources Group. The strengths of CRG are as follows:

- Extensive experience with local governments and transportation agencies
- Strong team member expertise in IT and financial areas
- Proactive schedule and approach for completing the requested services
- Strong recommendations from references and other agencies

CRG's fee proposal for expected services and a two year contract is based upon hourly rates for consultants and an expected budget of \$89,875. The contract summary sheet is based upon an authorization up to \$100,000, in the event that during the contract term additional work is requested of the consultant above and beyond the contract. The contract is expected to be subject to optional extension for two additional years. Based on a review of the fee proposals submitted by the other short listed firms, the proposed fee was the most competitive.

***Financial Impact:*** The recommended action is consistent with the SANBAG Fiscal Year 2007/2008 Budget. Future year contract costs will be budgeted as necessary in future year budgets; ISF08.

***Reviewed By:*** This item is scheduled for review by the Administrative Committee on August 8, 2007.

***Responsible Staff:*** Michelle Kirkhoff, Director of Air Quality/Mobility Programs.

**SANBAG Contract No. C08010**

by and between

San Bernardino Associated Governments

and

Civic Resources Group

for

Information Technology Consultant Services**FOR ACCOUNTING PURPOSES ONLY**

<input checked="" type="checkbox"/> Payable	Vendor Contract # <u>C08010</u>	Retention:	<input checked="" type="checkbox"/> Original
<input type="checkbox"/> Receivable	Vendor ID _____	<input type="checkbox"/> Yes _____ % <input checked="" type="checkbox"/> No	<input type="checkbox"/> Amendment

Notes: Budget Amounts include Consultant Fee plus estimated Insurance Premiums.

Original Contract:	\$ <u>100,000</u>	Previous Amendments Total:	\$ _____
Contingency Amount:	\$ _____	Previous Amendments Contingency Total:	\$ _____
		Current Amendment:	\$ _____
		Current Amendment Contingency:	\$ _____

Contingency Amount requires specific authorization by Task Manager prior to release.

**Contract TOTAL → \$ 100,000**

↓ Please include funding allocation for the original contract or the amendment.

Task	Cost Code	Funding Sources	Grant ID	Amounts
ISF08-Indirect	5532	Internal	9999	\$ <u>100,000</u>
I _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Original Board Approved Contract Date: 09/12/07 Contract Start: 09/12/07 Contract End: 9/12/09  
 New Amend. Approval (Board) Date: \_\_\_\_\_ Amend. Start: \_\_\_\_\_ Amend. End: \_\_\_\_\_

**If this is a multi-year contract/amendment, please allocate budget authority among approved budget authority and future fiscal year(s)-unbudgeted obligations:**

<b>Approved Budget Authority →</b>	Fiscal Year: <u>07/08</u> \$ <u>65,000</u>	<b>Future Fiscal Year(s) – Unbudgeted Obligation →</b>	\$ <u>35,000</u>
------------------------------------	---	--	------------------

Is this consistent with the adopted budget? ☒ Yes ☐ NoIf yes, which Task includes budget authority? IndirectIf no, has the budget amendment been submitted? ☐ Yes ☐ No**CONTRACT MANAGEMENT**

Please mark an "X" next to all that apply:

☐ Intergovernmental ☒ Private ☐ Non-Local ☐ Local ☒ Partly Local
Disadvantaged Business Enterprise: ☒ No ☐ Yes \_\_\_\_\_ %Task Manager: Michelle KirkhoffContract Manager: Cynthia Cordova

[Signature] 7/31/07  
 Task Manager Signature Date

[Signature] 7/31/07  
 Contract Manager Signature Date

[Signature] 7/30/07  
 Chief Financial Officer Signature Date

Filename:

## **IT Consultant Services Scope of Work - DRAFT**

---

### **1. Background**

The San Bernardino Associated Governments (SANBAG) is looking to replace its financial and project management applications due to longstanding issues with system functionality, reliability and performance. The replacement of a new agency wide business system is a major project that will impact all SANBAG employees and have a direct effect on operations and customer service. Given the importance of the project and the broad skills required to successfully implement a new system, Civic Resource Group (CRG) will provide IT consulting expertise for the three major phases of the project identified below.

Goals of the project include the following key requirements:

- Evaluate all potential solutions and alternatives
- Meets the needs/business requirements for the user community (SANBAG Staff and other stakeholders) including providing e-government capabilities
- Ensure new system adheres to Industry and GASB standards and is compatible with SANBAG's long term information technology strategy
- Enables SANBAG to take advantage of emerging technologies including web, remote access and mobility solutions.
- Utilize well designed and proven technology
- Provides a long term foundation for managing SANBAG's business and is expandable over time
- Provides interoperability with other systems
- Ensures recommendations are supportable by SANBAG Staff
- Provide a solution that match's SANBAG's culture and internal technology skills
- Mitigates Risk – Project **And** Business
- Implement a Cost Effective Solution

### **Work Plan**

The Project Work Plan outlines the key project activities into three major phases outlined below. The work plan is based on the requirements in the RFP and CRG's experience working on similar projects. Note that because of the nature of the project which requires input from key stakeholders, the project schedule will rely on SANBAG staff availability and access to resources.

## Phase I: Needs Assessment and Background Analysis

The needs assessment phase is critical to ensure that all relevant information is captured for input into the planning process. The needs assessment takes into consideration the state of the technology market including best practices in government while also assessing the organizational and business needs of SANBAG.

Major Work Element	Key Tasks & Deliverables
<p>Phase 1: Needs Assessment</p> <p>Completion: <b>3-5 Months</b></p>	<p><b>Perform Technical review and assessments including:</b></p> <ul style="list-style-type: none"> <li>➤ Review current Finance system and project management technology, documentation, platforms and software applications</li> <li>➤ Assess linkages with major line of business applications (e.g., GIS, human resources, others)</li> <li>➤ Review current constraints and requirements for network operating environment including SANBAG standards for hardware and software, and policies</li> <li>➤ Technical requirements gap analysis and product market analysis</li> <li>➤ Conduct hi-level business process analysis for identifying system needs and opportunities for automation with new systems</li> <li>➤ Identify and assess potential products/solutions from both a technological and an organizational perspective</li> <li>➤ Evaluate internal organizational capacity to adopt new systems</li> </ul> <p><b>CRG Deliverable(s):</b> Project Charter and Technical Needs Report</p>

## Phase II: Recommendations, RFP Development and Vendor Selection

During this phase of the project input from the needs assessment and background analysis will result in a detailed user requirements document that can be used to issue an RFP. In addition CRG will conduct a bench marking and best practices analysis that will be instrumental in identifying optimal solutions for SANBAG in a proactive manner. CRG will draw upon its numerous engagements with other government agencies to provide recommendations that meet SANBAG's specific needs. CRG is well versed in project management and Accounting Information System solutions and vendor approaches. CRG will assist SANBAG in vendor outreach and through the vendor selection and contract negotiation process. Site visits of other agency systems may occur during this phase.



Major Work Element	Key Tasks & Deliverables
<p>Phase 2: RFP Development and Product Selection</p> <p>Completion: <b>6-9 Months</b></p>	<p><b>Develop RFP and Assist in Selection Process including:</b></p> <ul style="list-style-type: none"> <li>➤ Develop RFP Scope of Work including requisite functionality taking into consideration budget parameters and organizational constraints</li> <li>➤ Assist in vendor outreach to ensure strong response to RFP</li> <li>➤ Perform onsite visits of other Agencies and relevant product background research in preparation for vendor demonstrations</li> <li>➤ Develop selection criteria</li> <li>➤ Assist in communication and interaction with vendors where appropriate</li> <li>➤ Assist in managing overall vendor selection process and vendor demonstrations</li> <li>➤ Assist in conducting best and final offer process (if applicable)</li> <li>➤ Provide management support for final product selection and related activities to going to contract on new systems/services.</li> </ul> <p><b>CRG Deliverable(s):</b> Develop Project Management and Accounting Information System RFP Support RFP and System Selection Process</p>

### Phase III: Implementation

The implementation process will need to take into consideration a host of factors including year end timing and data conversion issues. Following is an overview of CRG's approach for the many activities that may be conducted as part of the IT planning and implementation process along with direct benefits to SANBAG. CRG will work collaboratively with SANBAG to develop a detailed work plan that meets its specific needs and budget requirements.

Major Work Element	Key Tasks & Deliverables
<p>Phase 3: System Implementation</p> <p>Completion: <b>9-12 Months</b></p>	<p><b>Provide Project Management Assistance for Implementation:</b></p> <ul style="list-style-type: none"> <li>➤ Provide project management assistance to oversee the implementation process in conjunction with SANBAG staff</li> <li>➤ Coordinate with the selected Vendor and</li> </ul>

Major Work Element	Key Tasks & Deliverables
	<p>SANBAG staff members during implementation</p> <ul style="list-style-type: none"> <li>➤ Provide guidance on critical issues including security, system availability/redundancy, project controls, etc.</li> <li>➤ Monitor project activities and resources to mitigate risk</li> <li>➤ Implement and maintain quality assurance processes</li> <li>➤ Make improvements, solve problems, and take corrective action when problems arise</li> <li>➤ Participate in phase, milestone, and final project reviews</li> <li>➤ Identify project documentation requirements and procedures</li> <li>➤ Report to SANBAG Management on an on-going basis as needed/required.</li> <li>➤ Give presentations or briefings on all aspects of the project</li> <li>➤ Help ensure overall success of the project</li> </ul> <p><b>CRG Deliverable(s):</b> Project Implementation services as identified including but not limited to project planning and management assistance.</p>

### III. Project Approach

During the course of the project CRG will ensure that the new system meets SANBAG's needs over the near and long term. CRG will apply its established framework for selecting the appropriate product and services based on the following key dimensions/criteria:

**Technical Specifications** – Does the vendor/product adequately provide the functionality to deliver the desired solution?

**Total Cost of Ownership** – Are external factors included in the purchase decision, such as outside technical support, the need for additional hardware, and training?

**Organizational Impacts** – Does the technology require new processes and additional skills that may impact the success of the project?

**Vendor Risk Analysis** – How sound is the company? What are the vendor's long term prospects for remaining independent and is it investing in product development?

**Service Quality** – Does the Vendor provide quality customer service?

**Technology Risk** – Does the software and proposed solution lock the customer into a solution that may not be viable in the future? To what degree does the proposed solution allow for interoperability/compatibility with existing and emerging technologies?

**Special Factors** – Are there other specific factors unique to the project, such as increased security vulnerability, that may arise from the proposed solution? Are there special requirements, such as Measure I sales tax extension, that must be considered in the selection process? What are the usability issues? What are the costs/benefits of standard-based vs. proprietary?

#### **IV. Project Timeline, Budget and Key Assumptions**

A well planned implementation is estimated to be a two to three year project from needs analysis to “go-live” and will require executive buy-in and support. SANBAG’s desire to implement a new system by July 1, 2009 is achievable but will require coordinated planning with some activities occurring in parallel. For example certain data conversion planning activities can be conducted during contract negotiations in phase II. CRG will need to work collaboratively with SANBAG to identify the optimal resources that will complement SANBAG’s staff during implementation. It is critical that an internal project manager or “champion” be assigned to the project and that SANBAG assign internal resources for the project in order to ensure a successful rollout. Reliance on purely external consulting resources is a common mistake that often leads to failed IT projects.

The proposed cost of CRG’s IT consulting services on the project is a total not to exceed of \$120,000 based on hourly rates for the estimated three year contract duration. See attached for cost details.

## *Minute Action*

### AGENDA ITEM: 6

**Date:** August 8, 2007

**Subject:** State Legislative Update

**Recommendation:\***

1. Receive report regarding the State Budget
2. Discuss and adopt the following bill positions:
  - a. SB 9 (Lowenthal) – Support (with amendments)
  - b. SB 974 (Lowenthal) – Support (with amendments)
  - c. SB 748 (Corbett) – Oppose

**Background:** *Budget Update*

The primary budget bill is SB 77, which is a Conference Report and not available to be amended, since it has already passed in the State Assembly. Key budget points negotiated after the conference committee completed its work are contained within SB 78. The remainder of the budget trailer bills range from SB 79 through SB 92, and the Tax Credit package is contained in SB 98.

Budget trailer bills that are of particular interest to SANBAG are SB 79 (transportation) and SB 88 (Proposition 1B implementation). Provisions within SB 79 stipulate the use of “spillover” funds for the new 2007-08 fiscal year and in the future (note: spillover funds are generated from a portion of gasoline sales tax revenue, which under current law accrues to the Public Transportation Account.) While the budget act appropriates funds for Proposition 1B, SB 88 stipulates the accounts in which to direct Proposition 1B funds.

\*

*Approved*  
*Administrative Committee*

*Date:* \_\_\_\_\_

*Moved:* \_\_\_\_\_ *Second:* \_\_\_\_\_

*In Favor:* \_\_\_\_\_ *Opposed:* \_\_\_\_\_ *Abstained:* 0

*Witnessed:* \_\_\_\_\_

SB 88 provides \$4.2 billion from Proposition 1B bond funds for various transportation and air quality programs, however, no funds are provided for the State-Local Partnership Program or the Trade Corridor Investment Fund (TCIF).

At the time of printing this agenda item, a state budget had not yet passed. Should a state budget be negotiated before the Administrative Committee meets, updated information will be provided.

***Bill Positions***

***SB 9 (Lowenthal) - SANBAG Position: Support (with amendments)***

SB 9 defines eligible projects for the Trade Corridor Improvement Fund (TCIF) and outlines guidelines for the California Transportation Commission (CTC) to adopt. Recent amendments to SB 9 drastically modified the project selection process for TCIF, removed references increasing access to airports and included new provisions to develop corridor plans as a means of providing a systematic approach to increase freight mobility while reducing air emissions. Additionally, recent amendments to SB 9 stipulate that eligible projects must be ready for construction by 2013. However, most of the SANBAG projects discussed by the SANBAG board as potential projects for TCIF will not be ready for construction until 2014. Based on this information, SANBAG staff recommends supporting SB 9 with amendments that will allow for projects to begin construction by 2015. Location: Assembly Appropriations

***SB 974 (Lowenthal) - SANBAG Position: Support (with amendments)***

SB 974 would impose a \$30 fee on each shipping container processed at the Ports of Los Angeles/Long Beach and Oakland for congestion management and air quality improvements related to the ports. The bill identifies the Infrastructure and Economic Development Bank and its board of directors as the entity to manage revenue collected from shippers and provides the bank with bonding authority. In the bill text, Colton Crossing (specially), double-tracking rail lines (in general) and constructing rail-to-street grade separations along Alameda Corridor East (in general) are listed as examples of projects that may receive container fee monies. However, according the author's office, these projects are not guaranteed such funds and, according to the bill text, a portion of or all of the container fees collected may be used to issue bonds. In terms of timeline, the CTC is directed to begin the development of a project eligibility list that will improve freight mobility and air emissions by January 2008, which is to be finalized by September 2008. SB 974 stipulates that SANBAG is to be consulted as the CTC develops this project eligibility list. Beginning in January 2009, the port will assess and collect from the shipper the container fee at least twice a year. Once projects on the container fee project eligibility list are completed and fully funded, one-half of the container fee will sunset. SANBAG staff recommends

support of SB 974 provided amendments are made to the bill that affords for regional transportation agencies to provide input on the project selection criteria and process.

Location: Assembly Appropriations

***SB 748 (Corbett) - SANBAG Position: Oppose***

SB 748 establishes criteria and procedures for the allocation of \$1 billion in bond proceeds from the State-Local Partnership Program (SLPP), a component of Proposition 1B. SB 748 would require a 1:1 match and stipulates bond funding for an eligible single project shall have an estimated project cost of at least \$5 million, but no greater than \$25 million. SANBAG would be an eligible applicant to apply for funds. Under the bill's provisions, types of eligible projects would include: improvements to the highway system, transit facilities, rolling stock, improvements to the local road system, bicycle or pedestrian safety, and mitigation of environmental impacts of new transportation infrastructure. The important point to note in SB 748 is that the matching funds for eligible projects can be obtained from any voter-approved local or regional tax or fee - countywide or citywide - solely dedicated to transportation improvements, which includes voter-approved bridge tolls or voter-approved fees dedicated to specific transportation improvements and uniform developer fees. Since the 1:1 match may be obtained from any voter-approved tax or fee for transportation infrastructure projects SB 748 will diminish "Self-Help Counties" (a county with a self-assessed tax for transportation, such as SANBAG's Measure I) success in securing the maximum amount of funds from SLPP. Proponents of SB 748 include the California League of Cities and the California Association of Counties. Opponents of SB 748 include the LA County Metropolitan Transportation Authority.

Location: Assembly Appropriations

***Additional Notes:***

SANBAG sponsored SCR 16 (Negrete-McLeod), which codifies the Gary Moon Memorial Interchange at State Route 210/I-215. This bill was chaptered on July 10, 2007.

- Financial Impact:*** The recommended action is consistent with the SANBAG 2006-2007 FY Budget.
- Reviewed By:*** This item is scheduled for review by the Administrative Committee on August 8, 2007.
- Responsible Staff:*** Jennifer Franco, Director of Intergovernmental and Legislative Affairs

## SANBAG Acronym List

1 of 2

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MIS	Major Investment Study
MOU	Memorandum of Understanding

## SANBAG Acronym List

2 of 2

MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PSR	Project Study Report
PTA	Public Transportation Account
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments



# ***San Bernardino Associated Governments***



## **MISSION STATEMENT**

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993  
Reaffirmed March 6, 1996